

QUARTERLY PROGRAMMATIC REPORT

Program Manager: Jo Turner
Project Manager: Jodi Cassell
CALFED Project #: 97-CO7 (B)
Quarter Ending: July 15, 1999

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Deliverables

<u>Deliverable</u>	<u>Due Date</u>	<u>% Complete</u>	<u>Date Deliverable Complete</u>
Task 1: Project Advisory Committee			
<u>Subtask 1: Listing of Committee Members</u>	3/15/99	100%	3/15/99
<u>Subtask 2: Meeting Summaries:</u>			
Meeting 1	5/15/99	100%	5/10/99
Meeting 2	11/15/99	0%	
Meeting 3	5/15/99	0%	
Meeting 4	11/15/99	0%	
Task 2: West Coast Aquatic Nuisance Species Publication Development and Distribution			
<u>Subtask 1: Draft SFEP Contract</u>	3/1/99	100%	3/39/99
<u>Subtask 2: Final SFEP Contract</u>	4/15/99	50%	
<u>Subtask 3: Publication</u>	8/15/99	60%	
<u>Subtask 4: Distribution Listing and Evaluation Information</u>	4/15/00	0%	
Task 3: Video-Conferenced Ballast Forums			
<u>Subtask 1: Summary of Forum Presentations, Discussion, & Evaluations</u>			
<u>Deliverable</u>	<u>Due Date</u>	<u>% Complete</u>	<u>Date Deliverable Complete</u>

Forum 1	9/15/99	80%
Forum 2	11/15/99	50%
Forum 3	1/14/00	10%
Forum 4	2/15/00	
Forum 5	5/15/00	
Forum 6	8/15/00	
Forum 7	10/15/00	
Forum 8	12/15/00	

Task 4: Newsletter Development and Distribution

Subtask 1: Newsletter

Copy and Distribution Listings

Newsletter 1	8/15/99	75%
Newsletter 2	1/15/00	
Newsletter 3	8/15/00	
Newsletter 4	1/15/01	

Subtask 2: Newsletter 5/15/00
Evaluation

Task 5: Web Site Development and Administration

Subtask 1: Site Operational 8/15/99 30%

Subtask 2: Evaluation 2/15/01
Summary

Task 6: General Outreach

Subtask 1: Draft SFEP

Contract 3/1/99 100% 3/39/99

Subtask 2: Final SFEP

Contract 4/15/99 75%

Subtask 3: Summary of Outreach Tasks Completed each Quarter

Quarterly Report (QR) 1	4/8/15/99	100%	5/28/99
QR 2	7/8/15/99	100%	7/17/99
QR 3	10/1/15/99		

<u>Deliverable</u>	<u>Due Date</u>	<u>% Complete</u>	<u>Date Deliverable Complete</u>
QR 4	1/15/00		
QR 5	4/15/00		
QR 6	7/15/00		
QR 7	10/15/00		
QR 8	2/15/01		

Task 7: Formation of Industry Working Group

Subtask 1: List of Committee

<u>Members</u>	2/15/00
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Subtask 2: Meeting Summaries

Meeting 1	5/15/00	6/30/99
Meeting 2	8/15/00	
Meeting 3	11/15/00	
Meeting 4	1/15/01	
Evaluation Summary	2/15/01	

Task 8: Project Management and Quarterly Report

Subtask 1: Quarterly Reports

Quarterly Report (QR) 1	1/15/99	100%	5/28/99
QR 2	10/15/99		
QR 3	1/15/99		
QR 4	4/15/00		
QR 5	7/15/00		
QR 6	10/15/00		
QR 7	1/15/01		
QR 8	2/15/01		

Task 9: Final Report

Final Report	2/15/01
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Narrative

Activities Performed:

Overall Project: Project Manager, Jodi Cassell, and staff member, Karen Hart, attended and provided a presentation on the Ballast Outreach Project at the International Zebra Mussel and

Aquatic Nuisance Species Conference in Duluth, Minnesota. Project staff continued to attend and provide leadership and coordination with other West coast groups interested in the ballast water issue at monthly meetings of the Pacific Ballast Water Group (PWBG) in Portland, OR (5/10) and Oakland (6/17), and for the Coastal Committee of the Western Regional Panel on Aquatic Nuisance Species (WRP). Staff member, Karen Hart, also attended the West Coast local chapter of the Society for Naval Architects and Marine Engineers (SNAME) meeting in Monterey, CA (5/99), and the ASTM Ballast Water Meeting in Seattle (5/99), to network with and provide information to individuals and groups interested in the ballast issue.

Task 1: Project Advisory Committee

The provided reviews of draft project documents in development, including a project poster and newsletter articles. Select advisory committee members and others also provided draft articles for the newsletter.

Task 2: West Coast Aquatic Nuisance Species Publication Development and Distribution

Project staff have secured input and review from our advisory committee for the poster and project brochure. Revised editions of these materials have been sent out for bid to several artists/printers, and we are in the process of selecting a company to do this work. We were also contacted by several Sea Grant Programs in the Southeast US (Louisiana and Texas), who may have an interest in contributing the print run so that the poster can be distributed in their regions as well.

A draft contract has been developed for staff assistance from the San Francisco Estuary Project (SFEP). The contract is currently being finalized for submission.

Task 3: Video-Conferenced Ballast Forums

The initial project forum was held in the San Francisco Bay Area at the California Maritime Academy (Vallejo), on June 16, 1999. The forum was a full-day event, and was co-sponsored by The Pacific Merchant Shipping Association, The Center for Marine Conservation, The California Association of Port Authorities, The California State Lands Commission, and the California Maritime Academy. Speakers at the meeting included Dr. Andrew Cohen of the San Francisco Estuary Institute, Jody Zaitlin of the Port of Oakland, Robert Tagg of Herbert Engineering Corp., and Eric Reeves, Cdr US Coast Guard (ret), with a Keynote lunchtime address by Ted Lempert of the California Assembly. The meeting brochure will be attached with the hard copy of this report, along with a copy of the evaluation form, a summary of the evaluations, and a list of meeting participants. This meeting was attended by approximately 175 people.

We are currently in the process of planning two future forums, one in Olympia, Washington, to be held in conjunction with the ANS Task Force meeting August 17-18, and one in Seward, AK, to be held in late September or early August. These outside of area forums are possible because the Ballast Outreach Project is also funded through the National Sea Grant College Program for work on this issue throughout the West Coast.

Task 4: Newsletter Development and Distribution and Task 5: Web Site Development and Administration

A layout and project logo has been developed by project staff (with contracted assistance from SFEP). Initial article copy has been obtained (from staff and outside individuals). We are in the process of reviewing this copy and setting up the newsletter for publication and distribution. Initial work has proceeded by project staff on website content and format and establishment of a website address.

Task 6: General Outreach

Project staff have initiated research on relevant industry publications. These publications will be listed in a separate database for specific outreach effort. Industry publications will also be included in the overall project mailing database for newsletter and other announcement mailings. A draft contract has been developed for staff assistance from the San Francisco Estuary Project (SFEP) for assistance with this task. The contract is currently being finalized for submission.

Task 8: Project Management and Quarterly Report

Project management is proceeding through the University of California Sea Grant Extension and Cooperative Extension Program, and also through the new Central Coast and South Region of the Division of Agriculture and Natural Resources of the University (the DANR was reorganized as of July 1, 1999).

Projected Expenses for the Next Three Months:

Task 1: Project Advisory Committee	\$2,983
Task 2: West Coast ANS Publication	\$9,954
Task 3: Ballast Forums	\$6,234
Task 4: Newsletter	\$5,864
Task 5: Web Site Development	\$2,407
Task 6: General Outreach	\$4,037
Task 7: Industry Working Group	\$267
Task 8: Project Management	\$325
Task 9: Final Report:	\$0